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| CLERK OF CIRCUIT COURT  CIVIL DIVISION  Milwaukee County  JOHN BARRETT  RECORD REQUEST FORM | City-County Heroin, Opioid and Cocaine Task Force to Hold Community  Listening Sessions - Milwaukee Courier Weekly Newspaper |

## REQUIRED INFORMATION

**MILWAUKEE COUNTY COURT CASE NUMBER(S):**

**NAME(S) OF THE PARTIES LISTED IN THE COURT CAPTION:**

**Plaintiff/Petitioner:**

**Defendant/Respondent:**

**PARTY REQUESTING DOCUMENTS**

**Name:** **Contact Number:**

**Mailing Address:**

**DOCUMENT(S) REQUESTED:**

**NUMBER OF COPIES       NUMBER OF CERTIFIED COPIES**

**SPECIAL INSTRUCTIONS TO BE INCLUDED:**

## THINGS YOU SHOULD KNOW

**THIS REQUEST MAY TAKE UP TO 3 WEEKS TO PROCESS**

* + - * PLEASE NOTE: NO EXPEDITED REQUESTS will be accepted. You may appear in person to obtain a quicker response.
      * Record request fees to be applied:
        + Copy fee $1.25 per page
        + Certified copy (raised seal) $5.00 per document
* Mailing fee $3.00 and up *(documents will not be emailed or faxed)*
* Search fee $5.00 (when case number is not provided)
* DO NOT INCLUDE PAYMENT - You will be contacted with the total amount due once the documents are available. At that time you are able to pay by phone. WE ACCEPT, MasterCard, Discover, Visa and American Express (3% convenience fee to be applied).
* Mail this request to the address listed below or send via email to: CTICIVIL-MILWAUKEE@WICOURTS.GOV